

# NEW HAMPSHIRE REAL ESTATE APPRAISER BOARD

## COURSE APPROVAL APPLICATION

This is an application for:

☐ Initial Approval or ☐ Renewal<sup>1</sup> ☐ USPAP Course or ☐ Other  
☐ Qualifying and Continuing Education or ☐ Continuing Education Only

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

Course Title & Number: \_\_\_\_\_

Number of Classroom Hours: \_\_\_\_\_ Number of Exam Hours: \_\_\_\_\_

Method of Presentation:	Traditional Classroom	Correspondence	Internet
	Videotape	Remote TV	Computer

Do you own the course materials    yes                  No?

(If "No" list owner): \_\_\_\_\_

### Required attachments for all submissions:

1. Course content outline
2. Course time outline
3. Student materials
4. Instructor materials
5. Instructor qualification criteria

### For Qualifying Education, also include:

1. Sample final exam and Answer key
2. List of course prerequisites
3. Passing grade requirements

**Note:** Non-USPAP course approvals are valid for 3 years. Any USPAP course approval is valid only until the edition for which it was approved has been superseded, but not to exceed 3 years.

**Fees:** A course submission fee (non-refundable) of \$35.00 is due with application. Make check payable to Treasurer, State of New Hampshire.

Submitted by (Signature): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### FOR BOARD USE ONLY:

Application Complete: ☐ Yes ☐ No    Education Chair recommendation: ☐ Yes ☐ No

Approved by Board: ☐ Yes ☐ No    Date of Board Action: \_\_\_\_/\_\_\_\_/\_\_\_\_

<sup>1</sup> To RENEW an existing course approval for another cycle, include *only* the course outline and all revised pages. Clearly cross-reference by page number or topic all changes made to original course materials. Renewal fee is \$35.00

# NEW HAMPSHIRE REAL ESTATE APPRAISER BOARD

## COURSE APPROVAL APPLICATION

**Qualifying Education Approval Criteria:** Qualifying education courses will be considered for approval after they have been delivered to the Board with all of the required documentation and fees paid. Qualifying education must cover all or part of the subject areas outlined by the Appraiser Qualifications Board (AQB) of the Appraisal Foundation. Distance education offerings must also meet any additional criteria that the AQB has adopted for distance education before being considered for approval by the NHREAB. The minimal length for a qualifying education course is 15 hours. All qualifying education courses must include student testing. Distance learning USPAP courses do not qualify.

**Continuing Education Approval Criteria:** The allowed subject matter area for continuing education is broader than for qualifying education. Essentially, courses should cover topics that will enhance the appraiser's skills or knowledge in areas that relate directly to real estate appraisal. **The minimum length for a continuing education course is two hours.** Offerings will be considered on an individual basis only. Distance education offerings must also meet any additional criteria that the AQB has adopted for distance education before being considered for approval by the NHREAB. Distance learning USPAP courses do not qualify.

Among the subject areas that are not appropriate are such topics as the laws of real estate agency and brokerage, marketing the appraiser, basic computer skills (not appraisal specific), personal property appraisal, and office management.

Generally, offerings that include optional or concurrent sessions will not be approved as a whole. Individual sessions may be approved if the session meets the criteria for approval.

**Note:** Non-USPAP course approvals are valid for 3 years. Any USPAP course approval is valid only until the edition for which it was approved has been superseded, but not to exceed 3 years.

**Fees:** A course submission fee (non-refundable) of \$35.00 per requested approval is due with application. Make check payable to Treasurer, State of New Hampshire.

**Renewals:** To apply for renewal of a previously approved course, please submit **ONLY** the course outline and all revised pages. Clearly cross-reference, by page number or topic, all changes made to the original course materials. Renewal fee is \$35.00